



Cemetery Salesperson Application Instructions and Checklist

To be *eligible* to apply for licensure as a **cemetery salesperson**, you must meet the following requirements:

- Be employed by a licensed cemetery broker.
 - Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Check List

- ☐ Have you completed each item on pages 1 and 2 of your application?
- ☐ Have both you and your broker signed the application?
- ☐ Have you included a \$30.00 application fee?
- ☐ Have you submitted the original signed application?
- ☐ Have you included your completed Request for Live Scan Service Form, if required?

Important Information

Cemetery salesperson licenses are only valid to the broker and the location for which they are issued. A change of your employing broker or the location where you work requires you to submit a Transfer Application with a \$25.00 processing fee.

The license term is one year, the renewal fee is \$25.00; the late fee is \$25.00.

All salesperson licenses expire on June 30th, of each year.

Do not submit a Transfer Application for a change of residence address. If you have a change of residence address, notify the Bureau in writing. Include the following information: your name, license number, new address, previous address, date of birth and your signature. No fee is required for a change of residence address.

Direct all questions regarding your application to the Cemetery and Funeral Bureau, Licensing Unit at the address and telephone number listed above. Mail your application, and all requested items to:

REGULAR MAIL: P.O. Box 989003, West Sacramento, CA 95798-9003

PRIORITY MAIL: 1625 North Market Blvd., Suite S208, Sacramento, CA 95834

CEMETERY AND FUNERAL BUREAU

1625 N. Market Blvd., Suite S-208, Sacramento, CA 95834
P 916.574.7870 F 916.928.7988 www.cfb.ca.gov



APPLICATION FOR CEMETERY SALESPERSON LICENSE

APPLICATION FEE \$30.00

**LICENSE NUMBER ISSUED
CES**

SECTION A: APPLICANT INFORMATION							
Last Name				First Name			Middle Initial
Residence Address				City		State CA	Zip Code
Residence Telephone Number ()		Daytime Telephone Number ()		Date of Birth		Social Security Number	
I want my license: <input type="checkbox"/> issued as soon as possible <input type="checkbox"/> held until July 1						All cemetery salesperson licenses expire on June 30 of each year.	
SECTION B: BROKER INFORMATION							
Employing Broker (enter the Broker's name not the business name)					Broker's License number		
Name of Business						License Number (If applicable) COA	
Address			City		State CA	Zip Code	
Mailing Address (if different than above)			City		State CA	Zip Code	
Telephone Number of Broker ()				Fax Number of Broker ()			
Name of Broker's Contact Person (for questions regarding this application)					Telephone Number of Contact Person ()		
SECTION C: EMPLOYING BROKER CERTIFICATION							
I hereby certify under penalty of perjury under the laws of the State of California that I am a licensed Cemetery Broker. I request the Cemetery and Funeral Bureau to issue the person named in this application a license as a Cemetery Salesperson in my employ. I certify that if a license is issued, I will exercise a careful supervision over the salesperson's cemetery activities while so employed.							
Signature of Broker						Date	
FOR BUREAU USE ONLY							
Date Cashiered		Amount Cashiered		ATS Number		Receipt Number	
SID Number/On file with		Broker Check		Enforcement Check		Issuance Date	

SECTION D: APPLICANT BACKGROUND INFORMATION	
Has the Cemetery and Funeral Bureau ever issued you a personal license? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, provide license type(s), number(s) and date(s) issued. _____	
Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service form to the Cemetery and Funeral Bureau? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, for what license type, and the approximate date. _____	
If no, submit a copy of your completed Request for Live Scan Service form, along with this application, verifying that fingerprints have been scanned and all applicable fees have been paid.	
Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.	
You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).	
Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, attach an explanation that includes the license type, the action taken, by what state, and the date. Also include a copy of the administrative action, and if applicable, copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.	
SECTION E: APPLICANT CERTIFICATION	
A salesperson license entitles you to act as a cemetery salesperson for the broker named on this application at the address shown. It does not entitle you to work for any other broker or any other office of your employing broker.	
I certify under penalty of perjury under the laws of the State of California that the answers given in this application are true and correct, and that if licensed I will not violate any provisions of the Cemetery Act nor, misuse the privileges of the registrant.	
Signature of Applicant	Date

Note: The information solicited on this form is required pursuant to Business and Professions Code Section 9701. All items in this application are mandatory; none are voluntary. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code Section 1798.17 (Information Practice Act), the Chief of the Cemetery and Funeral Bureau is responsible for maintaining information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 North Market Blvd., Suite S208, Sacramento, CA 95834 (916) 574-7870.

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(c)) authorizes the collection of your Social Security Number (SSN). The disclosure of your SSN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with Section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you. Questions regarding this requirement must be directed to the Franchise Tax Board: So. California (800) 852-7050, No. California (800) 852-5711, or Sacramento at (916) 369-0500.